

**Idaho School for the Deaf and the Blind**  
**Policies and Procedures**  
**Section: 500**  
**Subsection: Records Management Policy**

**Revised September 05**

**Reference:** Records Management Guide developed by the Department of Administration

**Purpose:**

A Records Management Program will implement agency-wide standard procedures for managing records within ISDB.

**Policy:**

The Idaho School for the Deaf and the Blind shall provide efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and dispositions of all State of Idaho records through a comprehensive system of integrated procedures for the management of records from their creation to their ultimate disposition. A Records Officer shall administer a Records Management Program that will coordinate records management operations and direct and control the disposition of public records in accordance with laws and established procedures.

All department heads are responsible for the implementation and operation of effective files operations, records transfers and dispositions, and other records maintenance activities in their areas of responsibility. Records coordinators will be designated within their area to provide support for the Records Officer and to oversee records management in their assigned area.

**Procedure:**

The Records Officer will work with the Records Coordinators to ensure that:

- Records are accessible for public inspection and their security is maintained according to the provisions of the Public Disclosure Act.
- All information systems preserve the integrity and accessibility of public records for the duration of the established retention periods.
- Only active (referred to at least once per month) records are stored in valuable office space.
- Non-current records are shifted to low-cost records center storage on a regular basis.
- Records essential to agency authority and operations are adequately protected from damage or loss.
- The ISDB is prepared to recover or replace records damaged or lost in a disaster.
- Historically valuable records are preserved and transferred to the State Archives.
- Records are destroyed at the end of the retention period specified on the approved retention schedule.

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Development of Records Retention and Disposition Schedules:

All ISDB Departments will maintain records retention and disposition schedules and destroy, transfer, or otherwise dispose of records in accordance with the retention period established by the approved records schedule. The Records Management Officer will maintain the Master Records Management Schedule and coordinate all intended destruction activities.

One-Time Destruction of Obsolete Records:

Prior to the implementation of the records management program, a one-time destruction of obsolete records may be made under the supervision of the Records Officer. Prior to such destruction the Records Officer will submit to the Superintendent for approval detailed lists that identify which records are to be destroyed.

Annual Inspection and Disposition of ISDB Records:

- All non-current records will be purged and properly disposed of in accordance with the Master Retention Schedule. (All employees are encouraged to properly dispose of non-current records throughout the year, when it is apparent they have lost any effective use within the office.)
- Decisions on which records to retain, archive or destroy will be made by the Records Coordinators in consultation with Department Heads and the Records Manager.
- All departments will provide the Records Manager suggestions for necessary revisions to the Master Retention Schedule. (Such suggestions may/should be made at any time during the year.)
- The Records Manager and Coordinators will advise department areas on requirements for completing the proper paperwork for appropriate disposition of records in accordance with the State and ISDB Programs.

Archiving of ISDB Records:

An archives site will be established at the ISDB Headquarters' campus to store inactive records and shall insure the security of such records from deterioration, theft, or damage during the period of storage and shall include fast, efficient retrieval of information from these stored records.

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Revised/Approved      September 2005  
Harvey W. Lyter III, Superintendent